

EDITED TASK LISTING

CLASS: SUPERVISING GROUNDSKEEPER II (CORRECTIONAL FACILITY)

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Attends training and workshops to acquire knowledge, personnel management techniques, and interpersonal skills to effectively perform as a supervisor in the work unit utilizing mandated and annual training agreements under the direction of the Correctional Plant Manager/Supervisor or designee.
2.	Arranges and provides training for staff (e.g., Vector Control Technician, Lead Groundskeeper I, Groundskeeper, inmates, etc.) in order to develop knowledge, skills, and the potential for advancement, to meet minimum training requirements, and local, State, and Federal agency regulations, utilizing in-service training facilities, on-the-job training, and contracted training services under the direction of the Correctional Plant Manager/Supervisor or designee.
3.	Assists in the preparation of the budget planning process in order to complete new construction, alterations, renovations and maintenance of institutional buildings, grounds, and space utilizing Concept Papers, Cost Estimates, Section 6.00 Budget Act Requests, Capitol Outlay Budget Change Proposals (major/minor), Special Repair Project (SRP), Architectural/Engineering Requests, Standard Automated Preventive Maintenance System (SAPMS), etc. under the direction of the Correctional Plant Manager/Supervisor or designee.
4.	Supervises, directs, plans, and inspects the work of staff and inmates (skilled and non-skilled) in order to produce the design of indoor and outdoor gardens (e.g., plant arrangements, selection of plants, etc.) and minor landscape projects on institutional grounds utilizing personal knowledge, industry standards, safe work practices, effective supervisory skills, etc., under the direction of the Correctional Plant Manager/Supervisor or designee.
5.	Designs and prepares plans for the installation of landscape irrigation systems including automated controls for reduced water usage and soil erosion in order to supply sufficient water for essential plant life and growth utilizing personal knowledge, industry standards, requirements outlined by regulatory agencies, safe work practices, effective supervisory skills, etc., under the direction of the Correctional Plant Manager/Supervisor or designee.

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6.	Supervises, directs, plans, and inspects the work of staff and inmates (skilled and non-skilled) performing the general maintenance of landscape watering systems to provide water conservation to ensure healthy plant life and growth utilizing SAPMS, personal knowledge, industry standards, safe work practices, effective supervisory skills, etc., under the direction of the Correctional Plant Manager/Supervisor or designee.
7.	Develops and implements an effective Vector Control Plan for the institutional buildings and grounds in order to control pests, provide weed abatement, and ensure a sanitary and healthy environment utilizing SAPMS, rules, laws, and regulations governing pesticide/herbicide applications, under the direction of the Correctional Plant Manager/Supervisor or designee.
8.	Writes periodic reports (e.g., project status, work/inmate timecards, vector control, shop/building inspection, etc.) in order to maintain accurate records, compile data to comply with rules, laws, and regulations utilizing SAPMS, California Code of Regulations (CCR), Department Operations Manual (DOM), institution operational procedures, and safety guidelines under the direction of the Correctional Plant Manager/Supervisor or designee.
9.	Directs staff and inmates (skilled and non-skilled) in the maintenance and repair of roads, walks (e.g., asphalt, gravel, soil, decomposed granite, etc.), and surface water drainage ditches and canals in order to maintain erosion control, safety, proper drainage, wildlife preservation, and aesthetics utilizing established landscape procedures, personal knowledge, hand/power tools, tractors, etc. under the guidelines of regulatory agencies and the direction of the Correctional Plant Manager/Supervisor or designee.
10.	Meets and confers with plant manager/superiors in order to share and receive information to resolve difficult problems (custody and non-custody), questions, maintenance and non-maintenance issues (e.g., workers comp, staffing, scheduling, etc.) utilizing SAPMS, departmental policies and procedures, as needed.
11.	Develops scope of service and/or contract for landscaping projects in order to provide services and/or goods for identified needs/problems/deficiencies outside of the normal job scope utilizing rules, laws, regulations, job descriptions, Architectural/Engineering requests, industry standards, former contracts, etc., under the direction of the Correctional Plant Manager/Supervisor or designee.

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12.	Inspects and reviews the quality of work associated with contracted projects/services to ensure compliance with contract specifications and to approve work for payment utilizing scope of services and/or contract, rules, laws, regulations, industry standards, etc., under the direction of the Correctional Plant Manager/Supervisor or designee.
13.	Maintains order, supervises the conduct of inmates, inspects premises, searches inmates for contraband (e.g., weapons, illegal drugs, escape paraphernalia, etc.), prevent escapes and injury by inmates to themselves or others or property, in order to maintain the safety and security of the institution utilizing training, DOM, institution's operational procedures, building design criteria, etc., as needed.
14.	Instructs staff and/or inmates (skilled and non-skilled) in the operation and preventive maintenance and/or repair of motorized/powered equipment and hand tools by demonstration and training in order to establish equipment reliability and personnel safety utilizing Injury and Illness Prevention Program (IIPP), SAPMS, manufacturer's operational and maintenance manuals under the direction of the Correctional Plant Manager/Supervisor or designee.
15.	Instructs staff and/or inmates in the storage and application of chemicals and proper use of Personal Protective Equipment (PPE) to promote and provide a safe work environment utilizing Material Safety Data Sheets (MSDS), IIPP, DOM, institution's operational procedures, laws, rules, regulations, etc. under the direction of the Hazardous Materials Coordinator, Safety Officer, and Correctional Plant Manager/Supervisor or designee.
16.	Prepares and discusses written performance reports (e.g., Individual Development Plan (IDP), Review of Performance (ROP), etc.) in order to aid in their professional development, to provide documentation for staff, and to ensure performance objectives/standards are met by monitoring and evaluating the work activities and behaviors as required by the State Personnel Board.
17.	Initiates and/or participates in the Progressive Disciplinary process in order to correct/improve employee performance/behavior or address issues of substandard performance by utilizing various resources (e.g., Memoranda of Understanding (MOU), training, State Personnel Board (SPB) rules and regulations, Employee Assistance Program (EAP), Departmental policy, etc.) in accordance with State Personnel Board Rule and Regulations and departmental policy as needed and/or upon request.

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18.	Provides guidance to staff in their work assignments to identify/and correct safety hazards and in order to ensure proper and efficient use of resources using various tools, equipment, aids and/or processes (e.g., knowledge, manuals, procedures), as needed and/or upon request.
19.	Supervises the staff and/or inmates (skilled and non-skilled) in the operation and maintenance of greenhouses and other buildings/structures used in order to propagate nursery stock utilizing manuals, established greenhouse operating procedures, training, personal knowledge, consultants/contractors, etc., under the direction of the Correctional Plant Manager/Supervisor or designee.
20.	Supervises staff, inmates (skilled and non-skilled) and/or contractors in tree trimming and minor tree surgery in order to promote healthy tree growth, eliminate/reduce risk of disease, and unsafe conditions utilizing industry standards and safety orders as needed and/or upon request.
21.	Supervises, instructs, and directs staff and/or inmates (skilled and non-skilled) engaged in the planting, cultivation, propagating, transplanting, aeration, fertilizing, dethatching or caring for trees, shrubs, hedges, flowers, lawns, and various ground covers to perform proper preventive and corrective maintenance utilizing training, industry standards, hand/power tools/equipment, etc., as needed and/or upon request and scheduled through SAPMS.
22.	Communicates (verbal and written) in a professional and effective manner with others utilizing tact, interpersonal skills, and personnel management techniques in order to establish and maintain a safe and effective working environment in all situations.
23.	Interprets civil service rules, laws, regulations, departmental policies and procedures, etc., in order to gain an understanding and appropriately apply to groundskeeping matters as needed and or upon request.
24.	Completes forms for requisitioning tools, materials, supplies, and equipment to ensure proper flow of materials with the assignments of various trades groups so that the order of work and job progress is properly maintained utilizing personal knowledge and experience as needed and/or directed by the Correctional Plant Manager/Supervisor or designee.